



Personnel

1300 Sawgrass Corporate Parkway, #100 • Sunrise, FL 33323 • Phone: 954.838.4522

## PUBLIC SERVICE REPRESENTATIVE

- DATE: January 4, 2005
- SALARY: \$23,160 - \$31,926
- NATURE OF WORK: This is clerical and transactional work involving the maintenance of customer accounts for a municipal gas, water and wastewater utility.
- HOURS: Monday – Friday  
9:00 A.M. – 5:00 P.M.
- WORKSITE LOCATION: Public Service Department  
10770 W. Oakland Park Blvd., Sunrise
- EDUCATION: Graduation from an accredited high school  
or G.E.D. equivalency diploma.
- EXPERIENCE: -- One (1) year full-time (or equivalent) paid experience  
in customer service in a computerized environment. Thirty  
(30) college credit hours may substitute for the one (1) year  
experience.  
-- Fluency in Spanish is desirable.
- CLOSING DATE: Open until filled.
- HOW TO APPLY: Please submit a completed City of Sunrise Employment  
Application and proof of education to the Personnel Dept.

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, age or physical or mental disabilities who are qualified for the jobs they are seeking.

**EQUAL OPPORTUNITY EMPLOYER - M/F/D/V**